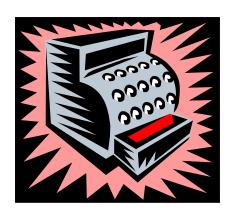
BENEFIT ISSUANCE LIST







CHAPTER 4

BENEFIT ISSUANCE LIST	
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FEATURES OF ACCURATE MASTER LIST OR BENEFIT ISSUANCE LIST

This chapter discusses generated roster(s) (or benefit issuance lists) used to record the determination and verification of meal benefits. The roster(s) printouts must include the child's name, date of eligibility, category of benefits, denials, withdrawals, transfers and verification results. The roster(s) should be updated periodically (at the beginning of the school year and then once a month thereafter). The date and determining official's signature must be recorded on each roster(s).

The cashier must have an up-to-date accurate master list of free and reduced students.

- Category determinations must be accurately recorded on the master roster and maintained throughout the year by the school site the student is attending.
- Master roster must accurately reflect the eligibility of students for free and reduced meals.
- Master roster must be updated as changes occur (withdrawals, additions, changes in category). All changes are dated to reflect when they occurred.
- Roster(s) must be clearly coded for person recording meal counts.
- Accuracy of roster must be checked by a school staff member not involved in routine maintenance of roster.

Applications must be Readily Retrievable for State Agency Review

Whether the applications are kept in the Supervisor's Office or in each school is the supervisor's choice. However, maintenance is easier if they are kept in the same order as the list, alphabetical or otherwise. Organization is simplified if you number the applications as you receive them.

When a student withdraws from school, the date must be recorded on the list and on the application, which is then put into the inactive file.

SAMPLE #1 BENEFIT ISSUANCE LIST SCHOOL NAME DATE, YEAR

FREE

Student Name	Free	Grade	Date of	Status	Date	Comment
			Application			
			Approval			
Anderson, John		10	09/09/Year	W	10/31/Year	Moved
						Transferred
Bell, Tim		11	09/09/Year	Т	10/13/Year	to Joslin
Evans, Lisa	1	12	11/15/Year	TEMPF		
Morton, Doug	1	11	01/05/Year	TEMPF		
Total	2					
W=Withdrawal						
E=Entry						
T=Transferred						
TEMPF=Tempora	ary Free					

SCHOOL NAME DATE, YEAR

REDUCED

Student Name	Reduced	Grade	Date of Application Approval	Status	Date	Comment		
Anders, Sue	1	12	10/01/year	Е				
Bell, Tim		11	09/09/year	Т	10/13/year	Transferred to Joslin		
Davis, Amy	1	12	11/15/year	TEMPR	-			
Wolf, Fred	1	11	01/05/year	TEMPR				
Total	3							
W=Withdrawal E=Entry								
T=Transferred								
TEMPR=Tempor Reduced								

Benefit Issuance List Verification Detail Report

A master list of free and reduced price students could be generated from this spreadsheet For verification only, complete the number of Free and Reduced students and applications received by Verification Report for SY: **Racial Identity** October 1st Free Reduced A =Asian **Eligibility Status** W=White **Total Amount** F = Free B=Black or African American R = Reduced IN=American Indian or Alaska Native D = Denied PI=Native Hawaiian or Other Pacific Islander FT = Free Temporary O=Other Number Free Based on Food Free Based on Error Prone RT = Reduced Temporary Eligibility Status **Ethnic Identity** Stamps/TAFI/FDPIR Household Size and Reduced Price Eligible Direct Eligibility Certication Income W = Withdrawn H=Hispanic or Latino NH=Non Hispanic or Latino Withdrawn Reduced Denied Parent's Last Approval Withdrawal Grade Racial App # Child's Name (Last, First) School Name Level Ethnic Name Date Date Student Student App. Student Student App.

Sample #2 for Benefit Issuance List Verification Detail Report

A master list of free and reduced price students could be generated from this spreadsheet

For verification only, complete the number of Free and Reduced students and applications received by

V	erification Report for SY:	20	XX	1				Racial Identity October 1st												
	•			•				2	A =Asian				Free					Reduced		
	Eligibility Status							9	W=White	-	Total Amount:	0	3	1	1	10	6	5	5	
	F = Free							3	B=Black or African Ar	nerican	-									
	R = Reduced							1	IN=American Indian o	r Alaska Native										
	D = Denied							1	PI=Native Hawaiian o	r Other Pacific I	slander									
	FT = Free Temporary							1	O=Other			(I)	Number	Free Base	d on Food	Free Ba	sed on			
	RT = Reduced Temporary	Elic	rillidic	v Sta	itus			Ethni	c Identity			ou	Direct	Stamps/TA		Household		Reduced Pr	rice Eligible	
	W = Withdrawn	14	_	1	1				H=Hispanic or Latino			Error Prone	Certication	n Eligibility		Income				
			Ť	Ė				1	NH=Non Hispanic or Latino											
			ъ		wn							Ē								
		•	nce	ed	dra		Grade	Racial	Parent's Last	Approval	Withdrawal									
Ann #	Child's Name (Last, First)	Free	Reduced	Denied	Withdrawn	School Name		Ethnic		Date	Date		Student	Student	App.	Student	App.	Student	App.	
	Jones, Cleveland	F				Franklin	4	W	Jones	8/25/20XX	2410		1	Ottudent	лрр.	Ottudent	App.	Ottadont	гфр.	
	Jones, Peggy	f				Franklin	2	pi	Jones	8/25/20XX			1							
1	Jones, Lynn	F				Franklin	1	W	Jones	8/25/20XX			1							
	Peterson, Jane	f				Madison	2	w	Peterson	8/26/20XX						1	1			
_	Woods, Marry		R			Monrow	4	а	Woods	8/28/20XX						·		1	1	
	Moore, Paul	f				Franklin	1	а	Hunter	8/24/20XX						1	1			
	Smith, John	f				Jefferson	5	b	Smith	8/26/20XX						1	1			
	Smith, Thomas	f				Jefferson	3	b	Smith	8/26/20XX						1				
	Smith, Evelyn	f				Jefferson	1	В	Smith	8/26/20XX						1				
7	Jones, Sally		rt			Franklin	5	W	Jones	8/23/20XX								1	1	
8	Robinson, John	ft				Madison	3	w	Robinson	8/25/20Xx				1	1					
	Brown, Aaron		r			Jefferson	2	W	Peterson	8/26/20XX								1	1	
10	Decker, Nancy	ft				Madison	1	W	Woods	8/27/20XX						1	1			
11	Mickealson, Jamie		r			Monrow	4	in	Moore	9/1/20XX								1	1	
12	Smith, Micheal	ft				Jefferson	5	h	Smith	8/25/20XX						1	1			
12	Smith, Tim	f				Jefferson	3	h	Smith	8/25/20XX						1				
12	Smith, Elaine	f				Jefferson	1	h	Smith	8/25/20XX						1				
13	Jones, Salley			d		Madison	3	0	Jones											
14	Green, Clover				W	Monrow	4	W	Green	8/20/20Xx	8/29/20XX									
15	Brown, Mike		r			Jefferson	3	W	Brown	8/24/20XX								1	1	
16	Decker, Nancy	f				Franklin	2	nh	Decker	8/21/20XX						1	1			